

CTTC MEMORANDUM

TO: California Travel and Tourism Commission
Secretary of State
Travel Industry Association
Members of the Public Who Have Requested Notification
(For informational purposes only)

FROM: Caroline Beteta, Executive Director

DATE: Friday, May 4, 2007

RE: PUBLIC NOTICE OF THE CTTC EXECUTIVE COMMITTEE MEETING

A meeting of the California Travel and Tourism Commission Executive Committee is scheduled to take place on Monday, May 14, 2007 from 4:30 p.m. to 6:30 p.m.

The meeting details are as follows:

Meeting:.....	<u>Executive Committee Meeting</u>
Date:.....	Monday, May 14, 2007
Time:	4:30 p.m. to 6:30 p.m.
Meeting Location:	The Fairmont Hotel 950 Mason Street San Francisco, California Hunt Room

The agenda is attached for your reference.

Please R.S.V.P. (if you haven't already) to Matthew Sabbatini at 916-319-5420 or msabbatini@visitcalifornia.com, if you are planning to participate so that we can ensure that pertinent meeting materials reach you.

Thank you.

CTTC Executive Committee Meeting

Monday, May 14, 2007

4:30 p.m. to 6:30 p.m.

The Fairmont Hotel
950 Mason Street
San Francisco, California
The Hunt Room

AGENDA

Any and all items on this Agenda are subject to discussion and vote

- I.** Call to Order/Roll Call
- II.** Opening Remarks
- III.** Executive Director Report
- IV.** Nominating Committee Report
 - A. Consider vacancies to Executive Committee and Full Commission
 - B. Recommend Establishment of Governance Committee
- V.** Referendum Report/Assessment Update
 - A. Establish Referendum Task Force
- VI.** Government Affairs Update
- VII.** Marketing Advisory Committee Update
- VIII.** Financial Update
 - A. Financial Reports
 - B. FY 07-08 Proposed Catastrophic Reserve
 - C. Cash Flow Projections Report
 - D. Discuss Proposed Assessment Payments by Credit Card
 - E. Consideration and Approval of Proposed FY 07-08 Operating Budget and Plan
 - 1. Staff Resource Plan
 - 2. Office Space Plan
 - F. Disaster Recovery Plan Update
 - G. Other Financial Matters
- IX.** Legal Update
 - A. Review of Formal Adoption of Resolution with Respect to Government Affairs and Lobbying Issues.
 - B. Review of Policy and Legal Restrictions with Respect to Contracts Involving Third Parties Including Trade Associations, Convention and Visitor's Bureau's and Marketing Programs.
 - C. Consider Bylaw Amendments Regarding Ex-Officio Board Positions.
 - D. Other Legal Matters
- X.** Other Business
 - A. 2007/2008 Commission Meeting Dates
 - B. TIA Travel Leadership Summit – September 2007
 - C. CTTC Annual Executive Director Review/Staff Reviews
 - 1. Process and Timeline
 - D. Consideration of TIA Co-Chair
- XI.** Public Comment
- XII.** Adjournment